

# Community Internship Collaboration

Spring 2018

## Internship Mentor Application

<b>Organization name</b>	Fuller Lodge Art Center
<b>Mentor/Contact name</b>	Amy Bjarke
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<b>Organization website</b>	<a href="http://www.fullerlodgearcenter.com">www.fullerlodgearcenter.com</a>
<b>Describe your organization</b>	The Fuller Lodge Art Center is a community art space with a focus on artist support and training through a gallery space, display opportunities, and educational opportunities for all ages and backgrounds.
<b>Internship title</b>	Gallery Operations Internship
<b>Specific days/hours (if applicable)</b>	If possible most hours should fall between the hours of 10 AM- 4 PM Mon.- Sat. with an occasional Friday from 5-7 PM, and should fall with regularity.
<b>What will the student learn from the internship?</b>	The Gallery Shop Intern will learn the ins and outs of running a consignment gallery space, including set up, tear down, display, customer service, basic accounting, and inventory techniques.
<b>What does your business need that a student intern can impact?</b>	The student will impact the Fuller Lodge Art Center through helping create an updated inventory, and continually physically altering the appearance and feel of the Art Center gallery space.
<b>What project(s) will the intern work on?</b>	The intern will work on setting up and tearing down a minimum of one exhibition, will attend a minimum of one jury selection process, will work to document and photograph day to day activities and special events, will work with a mentor on a minimum of 4 displays, and will conduct interviews with a minimum of 30 artists.
<b>What skills, ability or education level is required for this internship?</b>	Basic social skills, addition, subtraction, multiplication, division, measurement skills, and alphabetizing are required in this position.
<b>What is the final product will the student produce?</b>	Completed interviews, completed displays and completed exhibitions will be the final products the student creates.

<b>How would you describe the primary purpose of this project? (Select one)</b>	Computer Science/IT; Science (Biology, Chemistry, Environmental); Marketing/Communications; Project Management; Accounting/Finance Other (please describe) Outreach
<b>If "Other", please specify</b>	By recreating the physical space of the Art Center, and by working almost exclusively face to face with customers and artists, the intern will predominantly act in an outreach capacity with the public.
<b>Any additional information you would like to share?</b>	<a href="#">Click here to enter text.</a>